## Introducing the DS-160 U.S. Visa Application Form



U.S. Embassy, Santo Domingo

#### **General Information**

- The new online DS-160 nonimmigrant visa (NIV) application form replaces the following forms:
- DS-156 "Nonimmigrant Visa Application"
- DS-157 "Supplemental Nonimmigrant Visa Application"
- DS-158 "Contact Information and Work History for Nonimmigrant Visa Applicant"

- Mandatory as of April 19, 2010 for all applicants of non-immigrant visas. However, it will be required for other categories in the following schedule:
- March 15 for J, P, H1B, H2B and L visas.
- April 5 for renewals of visas of any category
- April 19 for all visa applicants

# Application Process – the only change is the application form

- Buy PIN at Banco Popular and Make Appointment
  - Fill-out online form DS-160 at https://ceac.state.gov/genniv

Only the application form has changed – Other parts of the process remain the same

- Pay the US \$131 visa processing fee at Banco Popular
  - 4 Gather supporting documents
    - Interview at the Embassy

#### Step 1 – Accessing the Application

- Go to <a href="https://ceac.state.gov/genniv">https://ceac.state.gov/genniv</a>
- Read the instructions and press "Start Application"
- Before starting the on-line application, please have the following information at hand:
  - Previous passports and visas
  - Names and contacts for US travel plans
  - Names and contacts of employers



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#### Step 2 – Choose the Embassy

- Choose Santo Domingo,
   Dominican Republic as your location
- Press "Test Photo" to begin uploading your photo



#### Step 3 – Upload Photo

- Browse to your photo and press "Upload Selected Photo"
- If your photo meets the quality standards, you can press "Continue Using This Photo"
- If your photo does not pass, press "Continue Without A Photo"

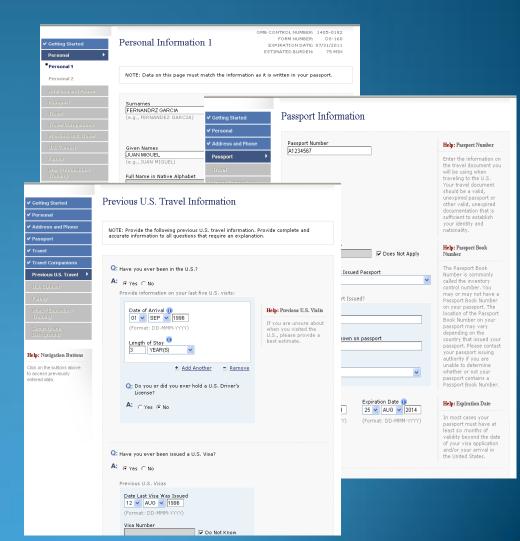
#### <u>Unable to upload the photo?</u>

It's Ok. You can fill out the entire application without uploading your pictures. Just be sure to bring the picture with you to the Embassy on the day of your appointment and Embassy staff will upload the photo.



#### Step 4 – Fill In The Form

- Complete all questions carefully and accurately
- All questions must be answered in English. Applications containing letters in Spanish, such as accents and ñ, may be rejected by the system.
- Inserting wrong information or leaving required items blank will only delay your application



#### Saving an Application

- If you can't finish in one sitting, you can save the application to your hard drive and continue later
- Press "Save" at the bottom of any data entry page
- Press "Save Application to File"
- Press "Save" and navigate to the place you want to save your application



## Retrieving a Saved Application

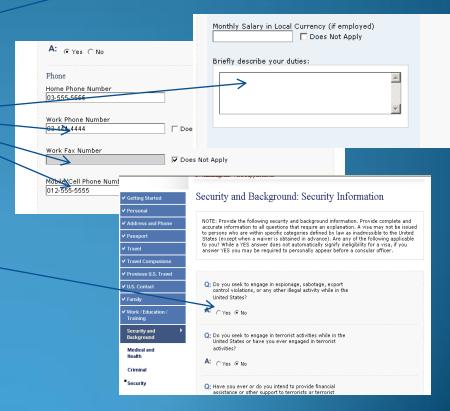
- Browse to a saved application file
- Press "Upload Data"



#### <u>Tips</u>

- If a question doesn't apply to you, you must check the "Does Not Apply" box
- Answer fully and include as much detail as you can
- Be especially careful with the yes/no questions near the end misrepresenting the facts can make you ineligible to receive a visa ever





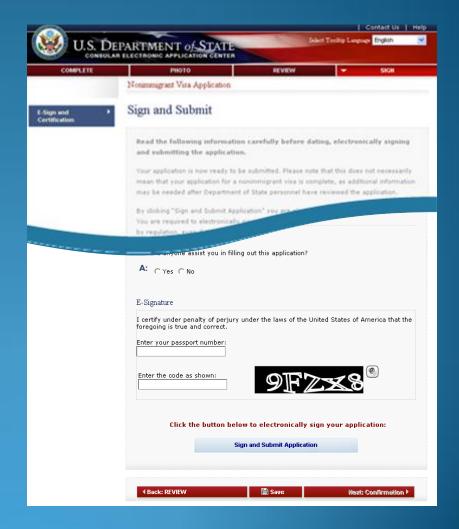
## <u>Step 5</u> – Reviewing Your Application

- You have an opportunity to review and edit all your answers before submitting your application
- Check carefully that everything is correct it's impossible to make changes later



## <u>Step 6</u> – Submitting Your Application

- Once you submit your application, you can't change it
- Pressing "Sign and Submit Application" constitutes your electronic signature, certifying that all the answers on the application are true



#### <u>Step 7</u> – Printing Your Confirmation Page

- Print the confirmation page
- You only need to bring the printed confirmation sheet to the interview
- You can print the entire application for your own records if you wish
- You can e-mail the confirmation to someone else (e.g., if you are completing the application for another person)

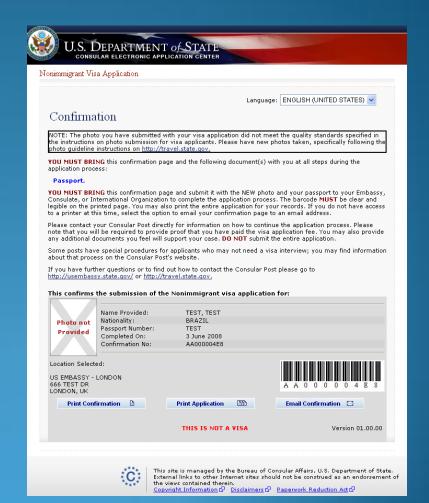




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# Step 7 – Printing YourConfirmation Letter(cont)

- Remember It's OK if you weren't able to upload the picture.
- This is what the confirmation page looks like if your photo was not uploaded.
- You will need to bring a photo with you to the interview for Embassy staff to upload.



#### Reminder

The DS-160 replaces only the application forms. Other items are still required

- Students: I-20
- Petition based applications (H1B, H2B, P,
   L) must bring petition
- Exchange Visitors: DS-2019
- Diplomats and Officials: Diplomatic Note

And most applicants still need evidence of ties to their place of residence

